

- Now, click on the sheet tab for the sheet containing the cell to be referenced. In this case, that is the *Checking Account* sheet (Figure 371).

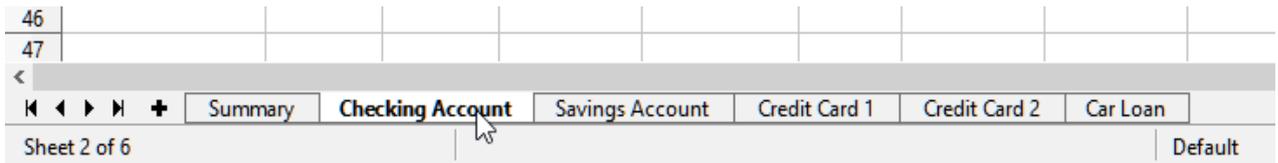


Figure 371: Click on the *Checking Account* sheet tab

- Click on cell F3 (where the balance is) in the *Checking Account* sheet. The phrase `='Checking Account'.F3` should appear in the Input line (Figure 372) and the selected cell is surrounded by a colored border.

	A	B	C	D	E	F
1	<b>Checking Account</b>					
2	Description	Amount	Balance			
3	Opening Balance	\$75.00	\$75.00		Total Balance	\$380.05
4	Pay	\$425.00	\$500.00			
5	Groceries	-\$75.00	\$425.00			
6	Cable Bill	-\$44.95	\$380.05			

Figure 372: Cell reference selected

- Click the **Accept** icon in the Input line of the Formula bar, or press the *Enter* key to finish.
- The *Summary* sheet should now look like Figure 373.

	A	B	C	D
1	<b>My Account Summary</b>			
2	Account	Balance		
3	Checking Account	\$380.05		
4	Savings Account			
5	Credit Card 1			
6	Credit Card 2			
7	Car Loan			

Figure 373: Finished *Checking Account* reference

### Creating the reference with the keyboard

From Figure 373, you can deduce how the cell reference is constructed. The reference has two parts: the sheet name prefixed by a dollar symbol (`'Checking Account'`), and the cell reference (F3). Notice that they are separated by a period. The default behavior of Calc is to insert the dollar symbol to form an absolute sheet reference while giving a relative cell reference.

#### Note

The sheet name is in single quotation marks because it contains a space, and the mandatory period (.) always falls outside any quotation marks.

So, you can fill in the *Savings Account* cell reference by just typing it in. Assuming that the balance is in the same cell (F3) in the *Savings Account* sheet, the cell reference should be `='Savings Account'.F3` (Figure 374).